# PRODUCTION PRACTICUM

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| **COURSE NUMBER:** DIG 4944C | **INSTRUCTOR:** DARIUS BROWN |
| **SEMESTER/YEAR:** SPRING 2019 | **OFFICE LOCATION/HOURS:** DMS-BLUE |
| **CREDIT HOURS:** 0 – 3 | **CONTACT EMAIL:** DARIUS@DIGITALWORLDS.UFL.EDU |
| **CLASS LOCATION:** GYM | **CONTACT PHONE:** 352-294-2000 |
| **CLASS MEETING TIME(S):** 3PM-6PM | **COURSE WEBSITE:** elearning.ufl.edu |

**COURSE DESCRIPTION**

Production Practicum will provide DAS students hands-on experience producing and executing real-world digital media projects. Students will participate in many production roles, collaborating with peers and clients in a professional studio environment. In the process, students will accelerate their professional development within the pre-production, live production, and post-production stages of the digital arts and sciences.

**PREREQUISITE KNOWLEDGE AND SKILLS**
- None

**PURPOSE OF COURSE**

The purpose of this course is to gain professional standards/employability skills as required by business and industry. Students will develop an understanding of the digital media industry production pipeline with a focus on applying pre-production, production, and post-production in several areas of digital media. Students will also gain real-world experience with the various cutting-edge technologies that the department uses to produce department and client-based projects.

**COURSE GOALS AND/OR OBJECTIVES:** *By the end of this course, students will be able to:*
1. Prepare production schedules and pipelines used for digital media productions
2. Communicate with clients and effectively manage digital media productions
3. Practice professional studio etiquette by creating digital assets while properly handling studio equipment
4. Research AR and VR technologies and new evolving digital media methods

**COURSE SCHEDULE:**

*0 Credit Hours: Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Forum.*

*1-3 Credit Hours: Students can take 1-3 credits per semester, with a maximum of 4 hours to count toward the major. For each credit taken, students must complete 45 hours of work during this semester. This translates into 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B (for each credit taken).*

DIG4944C – PRODUCTION PRACTICUM

NOTE: Scheduled meeting times will vary by semester and supervising faculty.

| Date | Class Discussion |
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| Jan 11th | **Project Assignments**<br>Students will be assigned to Digital Media Semester projects and introduced to the project management and communicational tools used for this course. |
| Jan 18th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Jan 25th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Feb 1th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Feb 8th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Feb 15th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Feb 22th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Mar 5th | **MIDTERM Progress Presentation:**<br><br>Students will present artifact in an unfinished viewable state to client/collaborator.<br>If digital media artifacts are not in video format, it is expected to be at a prototypical state or near working with plans to get them operational. |
| Mar 12th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| Mar 19th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| MAr 26th | **Weekly review**<br>Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| April 5th | **Weekly review** |

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| | Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| April 12th | **Weekly review** Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| April 19th | **Weekly review** Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary. |
| April 26th | **Final Assignment Presentation:** Students will present artifact in a complete viewable state to client/collaborator. |

## REQUIRED TEXTBOOKS AND SOFTWARE:

TBA

## COURSE FEES:

Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of approved courses and fees is published in the Schedule of Courses each semester. (UF-3.0374 Regulations of the University of Florida).

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is $0.00

The total course fee for each course is listed on the UF Schedule of Courses. (https://registrar.ufl.edu/soc/).

## EVALUATION OF GRADES

This course is graded on an S/U basis. S grades will be assigned to students who consistently attend the classes and meetings, demonstrate significant involvement through various assignments, and submit weekly report to the instructor.

These weekly reports are expected to illustrate the knowledge that students are acquiring as well as discuss the skills that they are putting into practice. Instructors will use the updates to assess the work that students have accomplished, how it relates to course learning goals and objectives, how it shows their development in a variety of areas within the digital arts and sciences. The specific details of what students will discuss, and content are on a course by course basis.

DIG4944C – PRODUCTION PRACTICUM

| Assignment | Total Points | Percentage of Grade |
|---|---|---|
| **Assignments** | 100 | 40% |
| **Weekly Reports** | 100 | 40% |
| **Attendance** | 100 | 20% |

## GRADING SCALE:

| Letter Grade | % Equivalency | GPA Equivalency |
|---|---|---|
| A | 94 – 100% | 4.0 |
| A- | 90 – 93% | 3.67 |
| B+ | 87 – 89% | 3.33 |
| B | 84 – 86% | 3.00 |
| B- | 80 – 83% | 2.67 |
| C+ | 77 – 79% | 2.33 |
| C | 74 – 76% | 2.00 |
| C- | 70 – 73% | 1.67 |
| D+ | 67 – 69% | 1.33 |
| D | 64 – 66% | 1.00 |
| D- | 60 – 63% | .67 |
| E, I, NG, S-U, WF | 0 – 59% | 0.00 |

More information on grades and grading policies is here:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

## COURSE POLICIES:

### CLASS PARTICIPATION/DEMEANOR POLICY
Participation in all aspects of this course is essential to your success. It is expected that you will participate fully in your responsibility as production assistant. It is also expected that all interaction in undertaken with a level of professionalism that demonstrates understanding of the professional competencies and decorum of the field. Excused absences are consistent with university policies in the undergraduate catalog.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

### COURSE TECHNOLOGY
The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Students are required to access electronic forms of information, submit assignments and communicate with other students and faculty electronically. DW requires each student's mobile computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Computer Requirements
http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/

**COURSE COMMUNICATIONS**
Students can communicate directly with the Instructor regarding the research material through the course management system (CANVAS). Electronic communication must demonstrate a formal tone and style and, unless absolutely urgent, will be responded to M-F from 9 AM to 5 PM.

## COURSE TECHNOLOGY SUPPORT:

The Technology Support Center provides computer support for Digital Worlds students who access Visimeet, lecture recordings, student equipment, facilities and other technology-based resources.
http://digitalworlds.ufl.edu/support

For computer assistance related to Visimeet, lecture recordings, student equipment, and facilities request please Submit a Help Ticket or email support@digitalworlds.ufl.edu.

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the UF Computer Help Desk available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

## UF POLICIES:

**UNIVERSITY HONESTY POLICY**
UF students are bound by The Honor Pledge that states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## CLASS DEMEANOR

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

## STUDENTS REQUIRING ACCOMMODATIONS

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

## NETIQUETTE COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf

## ONLINE COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at evaluation results.

## CAMPUS RESOURCES

### HEALTH AND WELLNESS

**U Matter, We Care**
If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center
http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)
Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/

### ACADEMIC RESOURCES

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. http://www.crc.ufl.edu/

Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/

Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

On-Line Students Complaints: http://www.distance.ufl.edu/student-complaint-process

*Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.*